


## Focus Occupation: **Bookkeeping, Accounting, and Auditing Clerks** (43-3031)

Focus occupation: Bookkeeping, Accounting, and Auditing Clerks	
Employment and Growth	5,163/ 11.2%
Ave. Monthly Wage	\$3,521
Education/Experience	High school diploma or equivalent

Advance FROM Focus Occupation				
Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Financial Managers (11-3031)	7	1,421/ 11.0%	BA/5 plus yrs	86
Financial Analysts (13-2051)	6	465/ 9.9%	BA	84
Financial Examiners (13-2061)	5	54/ 17.4%	BA	77
Accountants and Auditors (13-2011)	4	2,195/ 12.9%	BA	94
Budget Analysts (13-2031)	4	243/ 6.6%	BA	89
Cost Estimators (13-1051)	3	205/ 11.4%	BA	74
Financial Specialists, All Other (13-2099)	3	477/ 14.4%	BA	79
First-Line Supervisors of Office and Administrative Support Workers (43-1011)	2	2,697/ 13.2%	HS/1-5 yrs	82
Tax Examiners and Collectors, and Revenue Agents (13-2081)	2	79/ 11.3%	BA	84
Brokerage Clerks (43-4011)	1	35/ 16.7%	HS	76
Production, Planning, and Expediting Clerks (43-5061) 	1	413/ 9.8%	HS	75

Transfer TO and FROM Focus Occupation				
Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Bill and Account Collectors (43-3011)	0	574/ 16.0%	HS	80
Court, Municipal, and License Clerks (43-4031)	0	770/ 5.8%	HS	75
Credit Authorizers, Checkers, and Clerks (43-4041)	0	42/ 10.5%	HS	77
Insurance Claims and Policy Processing Clerks (43-9041)	0	221/ 18.2%	HS	74
Payroll and Timekeeping Clerks (43-3051)	0	594/ 8.4%	HS	100
Procurement Clerks (43-3061)	0	374/ 8.4%	HS	81
Tax Preparers (13-2082)	0	201/ 13.6%	HS	83

## Advance TO Focus Occupation

Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Billing and Posting Clerks (43-3021)	-1	1,563/ 19.5%	HS	97
New Accounts Clerks (43-4141)	-1	40/ 14.3%	HS	81
Order Clerks (43-4151)	-1	355/ 2.3%	HS	70
Office Clerks, General (43-9061)	-2	7,318/ 10.3%	HS	98
Tellers (43-3071)	-3	1,411/ 15.2%	HS	70

**Important note:** A worker does not necessarily have to traverse every rung to advance to or from the focus occupation. Occupations above and below the focus occupation are directly related to the focus occupation, but they are not necessarily directly related to each other. For example, actors and athletes are both related to agents of artists, performers, and athletes, but actors and athletes are not directly related to each other.

Analysis and development of the career lattice is by the Alaska Department of Labor and Workforce Development, Research and Analysis Section.

Data sources used for research and analysis: O\*NET (Occupation Information Network), Alaska Occupational Data Base (ODB), Standard Occupational Classification Manual, North American Industry Classification System manual, Bureau of Labor Statistics Occupational Employer Survey (OES) wage estimates.